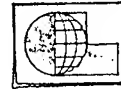


S E C R E T



DDA 84-0046/43
2 November 1984

MEMORANDUM FOR: Director of Central Intelligence

FROM: Harry E. Fitzwater
Deputy Director for Administration

SUBJECT: Weekly Report for Period Ending 2 November 1984

1. Progress reports on tasks assigned by the DCI/DDCI:

None.

2. Items/events of interest:

a. Much extra effort and coordination by the Office of Personnel and Agency components resulted in the successful processing of over pay adjustment actions to implement the approved engineering and scientific pay schedules.

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b. Preliminary statistics on the Office of Personnel EEO Summer Fellowship Program for the summer of 1985 show a strong applicant response from the 51 historically black colleges and universities represented. Of the 125 applicants, 75 have a Ph.D., 49 have a master's, and 1 has a bachelor's degree. Resumes have been sent to Directorate EEO officers for initial screening and selection.

c. Interest in the Summer-Only Program is high with 487 requests for application forms having been received for the 1985 program. The Summer-Only Program provides clerical work and a security clearance to the SECRET level for dependents of overt Agency employees.

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d. The Office of Personnel (OP) was notified by the State Department Passport Office that, because of the lack of help and machine breakdowns, a backlog of passport applications had developed and applications were being sent to Philadelphia for processing. OP reports that passports are about six or seven weeks behind. This is the first time applications have been sent out for processing.

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f. Personnel from the Office of Data Processing began a series of tutorials to introduce AIM to the Executive Director; Director, Office of Legislative Liaison; the Comptroller; and their secretaries. The AIM presentation is one of many that will be conducted for the top-level management in support of the "Executive Network." The "Executive Network" is a prototype environment that allows senior Agency management to communicate electrically.

i. The annual fire evacuation drill for the Headquarters Building was held on 25 October. The building was evacuated within a satisfactory time of ten minutes.

1. The hydraulic barricades at the Route 123 entrance and the DCI garage are now fully operational. The Parkway entrance barricade is expected to be operational in the next several days. Cards which will activate the barricade in the DCI garage are being distributed on 2 November to VIP users of the garage and to designated drivers of VIP cars.

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3. Significant activities anticipated during the coming week:

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b. On Wednesday, 7 November, the DDA will host a lunch for Mr. Robert Lamb, Assistant Secretary of State for Administration.

c. The first meeting of the CIA Computer Study Panel will be held on 5 November. The Panel's principal objective is to determine the most feasible and cost-effective method to prevent the continuing displacement of personnel in the Headquarters Building by machines. This includes the new building currently planned for occupancy in the summer of 1987. The first report of the Panel is scheduled for mid-December 1984. Members of the Panel are: C. Danny May, Computer Sciences Corp. (Chairman); James H. Burrows, National Bureau of Standards; Dr. Willis Ware, Rand Corp.; F. (Ted) Withington, A.D. Little, Inc.; James Croke, Mitre Corp.;

Harry E. Fitzwater

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